

## **NGOC Secretariat, Morabadi, Ranchi**

**Tender No. – NG /**

### **Notice Inviting Tender for Transport Services during 34<sup>th</sup> National Games**

The Organising Secretary, NGOC invites tender for transport services during 34<sup>th</sup> National Games 2009 or as may be decided by IOA.

The 34<sup>th</sup> National Games shall be held at Ranchi, Jamshedpur & Dhanbad from 21<sup>st</sup> Nov to 5<sup>th</sup> Dec 2009.

Different types of vehicles are required for the said purpose from 17<sup>th</sup> Nov 2009 to 7<sup>th</sup> Dec 2009. Some vehicles may be required 7 days prior to the games and 5 days after the games. The tentative requirements of vehicles are mentioned in this document as Annexure 'A'. The number mentioned may differ per actual requirement. During work order the exact requirement of vehicles may be given.

#### **Eligibility Criteria: (Technical Ability)**

1. The bidder shall be a reputed firm & registered for transport services.
2. It shall have minimum 5 years experiences in Transport Business.
3. Joint venture may participate in tender. The Bidder can obtain vehicles from other parties. But the bidder shall be solely responsible for the complete job.
4. The bidder must submit all relevant documentary evidence required to demonstrate its eligibility for the assignment of proposed contract.

#### **Financial Ability**

1. The bidder shall have minimum annual turnover of Rs. 1.00 crore in any particular year in the preceding three years.
2. The bidder shall produce paper regarding Income Tax clearance and relevant Commercial & other tax clearance proof for the last year.

## **Other Terms & Conditions**

1. The bidder shall have to provide transport services in Ranchi and or Jamshedpur and Dhanbad (as per Annexure – ‘A’) or in all the three cities.
2. The tender should be submitted as per the perform enclosed as Annexure ‘B’
3. Tender duly signed by bidder must be addressed to Organising Secretariat.
4. Organising Secretary NGOC, shall not be responsible for any postal delay or for non-receipt of tender by due date and time for whatsoever the reason.
5. It will be the responsibility of the bidder to place the vehicle for inspection if called for at the bidder’s cost.
6. For each type of Vehicle hire charge per Km and the minimum kilometres to be charged per day shall be mentioned in the tender as per the format. Collective charge for different vehicles together will not be considered and may lead to rejection of tender.
7. The vehicles offered for hiring should have necessary clearance as per the prevailing Transport Act of Jharkhand and such other relevant Acts, Rules & Laws.
8. Hiring charge should include cost of repairs, cost of fuel, lubricants and Driver’s pay and allowance and accommodations etc.
9. Successful bidder shall ensure that sufficient cash is available with its Driver all the items to cover essential contingent expenditure urgent repairs and other essential expenditure for which Organising Secretary shall not be responsible.
10. In the event of any accident or damages while the vehicles is on duty, Organising Secretary, NGOC shall be completely free from any liability of the nature connected with the accident/ damages. The bidder himself shall be fully and exclusively responsible for any damage of vehicles(s) or any injury to driver or any other person sitting in the vehicles including third party claims
11. Organising Secretary, NGOC shall not be responsible for any claim that arises due to damages/injuries or pilferage of the vehicle’s property under any circumstances while the vehicles is engaged in National Games duty.
12. Vehicles must have valid Registration certificate and as per law the relevant certificate including vehicles Insurance certificate. All such relevant certificates shall be in the vehicles and it must be shown during handling over the vehicles to Organising Secretary., NGOC or his authorised representative.
13. Vehicles must have necessary permit for driving the vehicles in Jharkhand state.
14. The Drivers of the vehicles must have valid driving license.
15. The bidder must ensure non-involvement of his vehicles in any accident/court case etc.
16. Repairs of the vehicles must be carried out by the bidder immediately during the period of contract. In case of delay beyond more than an hour replacement of the vehicles shall be done by the bidder.
17. Organising Secretary, NGOC shall have the right to hire any other vehicle(s) against break down vehicle(s) at the expenses of the bidder and the bidder will

liable to pay such sum as will be sufficient to meet the difference of cost between the rate tendered and those at which the hiring is actually made if it is higher. In that case appropriate amount may be deducted from the bill.

18. All drivers shall be provided with mobile phones by the bidder. The bidder shall give the Name, Address, Photograph, Driving Licences Number & Mobile number of each driver before one month prior to the beginning of National Games to the Organising Secretary, NGOC so that appropriate Accreditation cards can be issued to the drivers. Without Accreditation card no owner/his representative/ driver shall be allowed to the games complex. Hence required information's are highly necessary the due dates.
19. The vehicles shall be in perfect condition and preferably not more than 9 years old.
20. The driver shall be non alcoholic & medically fit for driving purposes. He should have the knowledge of Hindi languages & he must behave properly with the guest.
21. The bidder shall have to establish his temporary office in the Mega Sports Complex at Ranchi, Dhanbad & Jamshedpur 15 days prior to the beginning of National Games till 15 days after completion of games. The bidder shall be given space for his Office by the Organising Secretary, NGOC or his authorised representative. The bidder shall furnish his office at his own cost. There shall be person available in the bidder's office for 24 hours from 3days prior to the games and 3days after the Games. The office phone no. & mobile no. shall be given to the Organising secretary, NGOC. The details of person (Name & Address with Photographs) Managing the office shall be given to the Organising Secretary ,NGOC one month before the beginning of games so that Accreditation cards can be issued to them.

#### **Location, Site Visit**

1. The bidder has to provide transport service in Ranchi, Jamshedpur and Dhanbad.
2. The main games complexes are as below, however there may be other places of games in these towns which shall be communicated later on.

- Ranchi** :
1. Mega Sports Complex Hotwar, Ranchi.
  2. Birsa Munda Stadium, Morabadi, Ranchi
  3. Astroturf Hockey Stadium, Morabadi, Ranchi.
  4. R. K. Anand Lawn Bowling Complex, Namkum, Ranchi
  5. Town Hall Ranchi
  6. Hall-in BIT, Mesra

**Jamshedpur:** 1. Tata Sports Complex Jamshedpur

**Dhanbad :** 1. Maithan Dam, Dhanbad  
2. Indian School of Mines, Dhanbad  
3. Indoor Stadium Dhanbad

Different vehicles shall be earmarked for different persons or group of persons.

3. The bidder may visit the site of National Games prior to submission of tender

### **Tender Process**

1. The bid system shall be two enveloped system: Technical bid & Financial Bid. Both the bids shall be in separate sealed envelopes super scribed 'Technical Bid' & Financial Bid'
2. Both the envelopes shall be kept inside a third envelope super scribed 'bid for transport Services'
3. The technical bid shall accompany a bank Draft of Rs. 3.00 lakhs for each group of vehicles and Rs. 5.00 lakhs in case the bidder bids for all t6he cities as EMD drawn in favour of NATIONAL GAMES ORGANSsing COMMITTEE, RANCHI in any Scheduled or Nationalised Bank.
4. The tender document can be downloaded from our website "[www.34thnationalgamesjharkhand.in](http://www.34thnationalgamesjharkhand.in)" But in that case the technical bid shall accompany a Bank Draft for Rs. 2000/- as said above.
5. There shall be no overwriting or cutting in the technical & Financial proposals.
6. The bidder himself has to sign in each page of the bid document as a proof that he has read and understand the whole documents.
7. Any change or supplement information shall not be accepted after submission of tender.

### **Evaluation Procedure**

1. The evaluation of bids shall be on Quality Cum Cost basis
2. The technical proposal shall be evaluated first. The successful bidders in technical bid shall be invited to present their work plan before the tender committee.
3. The financial bid of such bidders shall be opened who qualifies in the Technical Bid
4. The marking procedure shall be as below:-

Technical	-	20 marks
Presentation	-	30marks
Financial	-	50 marks

5. Ability of the bidder to execute last minute's instructions shall be taken into account in the presentation addition to other capabilities, work plan & mobilisation plan etc. As per the Tender Committee's decisions.

### **Validity of Proposal**

The offer shall be valid till the National Games is completed, Withdrawal from the tender after submission shall lead to forfeited of EMD in addition to other penal measures as per the decision of the Organising Committee, NGOC.

### **Security Deposit**

The selected bidder shall have to deposit ten percent of the bid amount as security money. In case of successful bidder the EMD shall be adjusted against the Security Deposit. The rest amount shall be given as Bank Draft drawn in Favour of **NATIONAL GAMES ORGANISING COMMITTEE** payable at Ranchi in any Nationalised/ Scheduled Bank of India or as Bank Guarantee.

After deposit of security amount the bidder have to execute an agreement with Organising Secretary and then only work order shall be given.

### **Mobilisation Advance**

The bidder can ask for 30% of the bid cost as mobilisation advances against Bank Guarantee of Similar amount. The Bank Guarantee of such Bank shall be accepted whose branch exists in Ranchi and the Bank shall be Scheduled/Nationalized Bank of India.

### **Instructions for price quotation**

1. The bidder must stick to format given in Annexure-'B-1' 'B-2' while quoting the price bid.
2. Three prices shall be quoted for each type of vehicles. The cost shall be given per vehicles per kilometres and the minimum chargeable kms. Per day and the retention charges.
3. The bidder may quote for any group as per Annexure- A.
4. The price quoted shall be inclusive of all taxes, levies etc as per Central & State Governments rule whatever is applicable and all such other costs.
5. The Driver shall maintain a log Book mentioning date, starting point, time & distance covered. The log book shall be dully signed by the user/guests. It shall be the responsibility of the bidder to maintain the log book formalities. Final bill shall be settled after verification of log books.
6. Some Vehicles may be needed for 24 hr. Duty for almost 15 days and accordingly services of such number of drivers shall be given by the bidders.

### **Penalty Provision**

1. In case the bidder does not abide by any of the condition/conditions he shall be liable for adequate financial penalty in addition to forfeiture of Security Deposit.

2. Any misbehaviour by the drivers with the guest/officials shall attract penal provisions.

### **Other Conditions**

1. The Drivers shall be nearly dressed and shall always carry Accreditation cards.
2. Bids not in conformity with the bids document shall summarily be rejected.
3. The bidder has to make the vehicles available at various sites as per the direction of Organising Secretary, NGOC or his representative before the schedules given in the documents.
4. If while travelling any problem occurs, the drivers shall inform the bidder's office. The bidder's responsibility shall be to inform to such phone number of Officials/volunteers as shall be provided to the bidder so that alternative action can be carried out.

### **Terms of Payments**

1. Payment shall be made on the basis of vehicles reported and used for the purpose within 5 days of completion of National Games.
2. One Log Book per vehicles shall be given to the successful bidder by Organising Secretary NGOC. According to every day's engagements the Log Book shall be filled up and jointly signed by the driver and the user/guest.
3. The bill shall be settled on the basis of km. Used by the user mentioned in the Log Book taking in to account the minimum km to be changed per vehicles per day and the retention charges.

### **Due Dates**

1. Date of Submission of Tender - 12. 10. 2009 (Before 1:00 PM)
2. Technical Bid opening - 12.10.2009 (Before 1:00 PM)
3. Financial Bid Opening - 12.10.2009 (Before 2:30PM)

Tenders shall be submitted in the office of Organising Secretary NGOC, National Games Secretariat, Morabadi. Within the specified date & time tender shall not be received after due time.

## **Annexure –A**

### **Vehicles for Ranchi/ Dhanbad & Jamshedpur.**

#### **Approximate Number**

<b>S.No.</b>	<b>Vehicles</b>		<b>Ranchi</b>	<b>Dhanbad</b>	<b>Jamshedpur</b>
1.	AC Luxury Cars- (Qualis, Tata Satari, Sumo Grand, Honda City , Camery etc.		30	10	10
2.	AC Cars- (Sumo Victa, Indigo, Esteem, Swift, Logan etc)		600	50	50
3.	AC Buses		40	20	20
4.	Non-AC Buses		30	10	10

Note:-

1. Tenderer may submit tender only for Ranchi or Jamshedpur or Dhanbad or for all the three cities.
2. Tenderer may submit tender only for AC Buses or Normal Buses but the packages shall be for Ranchi/ Jamshedpur or Dhanbad or for all three cities.
3. Tenderer may submit tender only for Luxury Cars for Ranchi or Jamshedpur or Dhanbad or for all the three cities.
4. Tenderer may submit tender only AC Cars for Ranchi or Jamshedpur or Dhanbad or for all the three cities.
5. Tenderer may submit tender only AC Cars for Ranchi or Jamshedpur or Dhanbad or for all the three cities.

## Annexure –‘B’ (Financial Bid )

### Group –A

Type of Vehicles	Hire cost per km. running	Minimum Kilometres to be charged per day	Retention Charge per vehicles per hour in case of more than 8 hours duty
AC Luxury Cars as per Annexure-A			
AC Cars as per Annexure-A			
Non-AC Cars as per Annexure-A			

Signature of bidder

Name:-

Address-

Ph. No.

Fax. No.

Mobile No.

## Annexure –‘B’ (Financial Bid)

### Group –A

Type of Vehicles	Hire cost per km. running	Minimum Kilometre to be charged per day	Retention Charge per vehicles per hour in case of more than 8 hours duty
AC Bus (Sitting capacity above 35)			
Non-AC Bus (Sitting capacity above 35)			

Signature of bidder

Name:-

Address-

Ph. No.

Fax. No.

Mobile No.